



## Formal Guidelines For Public Participation at HFSRB Meetings

The Open Meeting Act requires that “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body”.

The following is the procedure which the Illinois Health Facilities and Services Review Board will adhere to:

1. If you have previously participated in any public hearings or submitted written comments related to projects listed on today’s agenda, you will not be allowed to repeat your previous comments because each board member has already received those materials.
2. Board staff will be comparing a speaker’s public hearing testimony and/or previous written comments to ensure that the public participation testimony is not repetitive. Speakers will be reminded not to provide repetitive comments.
3. So that the Board is able to accomplish other agenda items, each speaker will be allotted a maximum of TWO MINUTES to provide their comments. Please understand when the Chairman signals – you must conclude your comments.
4. Inflammatory or derogatory comments are prohibited.
5. No more than three (3) persons representing the same organization are allowed to provide testimony regarding the same project.
6. Public comment for each speaker is limited to testimony for one project or issue.
7. The Board asks that you please make sure that all comments are focused and relevant to the specific projects on the current agenda. Comments should not be repetitive, and not be disruptive to the Board’s proceedings.
8. The public is strongly urged to participate in the long-standing opportunities for oral and written comment provided by the public hearings conducted for CON projects under review, as well as draft rulemaking. Scheduled public hearings are posted on the HFSRB website.
9. Speakers who do not comply with these guidelines will not be allowed to provide comments at the Board’s open meeting.
10. PLEASE NOTE: Anyone wanting to provide public participation comments at a Board meeting must PRE-REGISTER. The ONLY time to pre-register will begin thirty (30) minutes before the scheduled Board meeting.